



**US Army Corps  
of Engineers**  
Engineer Research and  
Development Center

# Information Bulletin

Topographic Engineering Center

*U.S. Army 1999 Research & Development  
Organization of the Year*

Feb. 17, 2000  
Number 00-7

## OFFICIAL

### Scheduling Annual Leave

The leave year 2000 began on Jan. 2, 2000 and will end on Jan. 13, 2001. This leave year will have 27 pay periods.

Employees will earn leave for each full pay period they are employed in the leave year, and employees in the 6-hour accrual category will continue to earn 10 hours in the last full pay period of the leave year. However, the 30-day (240-hour) maximum carryover of annual leave remains in effect. Employees will accrue an additional 4, 6 or 8 hours of annual leave in leave year 2000 due to the 27<sup>th</sup> pay period, and must schedule any "use or lose" annual leave before **Dec. 3, 2000**.

### National Engineers Week

Feb. 20-26 marks the 50<sup>th</sup> annual celebration of National Engineers Week. National Engineers Week was founded in 1951 by the National Society of Professional Engineers. It is always celebrated each year near the anniversary of George Washington's birthday. Our nation's first president was a military engineer and a land surveyor. The mission then, and now, of National Engineers Week is to increase public awareness and appreciation of the engineering profession.

### Changes to ERDC Civilian Personnel Advisory Center (CPAC)

The ERDC CPAC Team is continuing its internal restructuring and downsizing in order to reach FY 01 downsizing goals. Two Personnel Assistant positions have been reduced through reassignment. Team assignments have been changed accordingly as follows:

**CERL** Amy Miller 217-373-6772; Joan Pugh (back-up) 603-646-4484  
Donna Simmons, Personnel Assistant 601-634-5153

**CHL** Linda Hall 601-634-7376; Mary Logan (back-up) 601-634-7344  
Donna Simmons, Personnel Assistant 601-634-5153

**CRREL** Joan Pugh 603-646-4484; Linda Hall (back-up) 601-634-7376  
Donna Simmons, Personnel Assistant 601-634-5153

**EL** Mary Logan 601-634-7344; Colleen Hughlock (back-up) 603-646-4132  
Donna Simmons, Personnel Assistant 601-634-5153

**ERDC Offices/DPW** Colleen Hughlock 603-646-4132; Susan Koh (back-up) 603-646-4500  
Patsy Miller, Personnel Assistant 601-634-7338

**GL** Linda Hall 601-634-7376; Amy Miller (back-up) 217-373-6772  
Donna Simmons, Personnel Assistant 601-634-5153

**ITL** Jim Klein 601-634-5141; Angelo Russo (back-up) 703-428-6445  
Patsy Miller, Personnel Assistant 601-634-7338

**SL** Mary Logan 601-634-7344; Amy Miller (back-up) 217-373-6772  
Donna Simmons, Personnel Assistant 601-634-5153

**TEC** Angelo Russo 703-428-6445; Jim Klein (back-up) 601-634-5141  
Patsy Miller, Personnel Assistant 601-634-7338

Customer service comments, questions or issues not handled by your generalist or assistant may be referred to the ERDC CPAC Team Leader, Susan Koh, at 603-646-4500 or to Russell Thomas, Human Resource Officer, at 601-634-5133.

### **New Passwords Effective Feb. 22**

It is time once again for the Corps of Engineers to change passwords. This time the password change is because of firewall installations throughout the Corps.

This is an advance notification that, effective Feb. 22, your u4 userid passwords will be changing. There will be three separate passwords. They are a LOGON password for accessing a Corps computer system, a DATABASE password for database applications, such as CEFMS, and a DIALIN password to dial-in to the Corps' CEAP network.

Information Technology Lab members started distributing the new password information on Feb. 14. For more information, contact Larry Cook at ICOM 2427.

### **Travel update**

Here is the current schedule for approving travel in CEFMS:

Feb. 21-25                      Terri Norman                      (217) 373-6708

Feb. 28- March 3              Betty O'Donnell                      (603) 646-4355/4356

Please note: If you are not sure who is signing, please forward an e-mail to each of us and we will ensure your request is taken care of by the appropriate person.

### **Commander's mailbox**

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

## **ERDC publications on Internet**

The ERDC Publication Bulletin serves as the official notification of new ERDC forms and publication, as well as rescissions or changes to existing forms or publications. As of Sept. 10, 1999, ERDC official publications ceased to be printed (i.e., Center Regulations, Circulars, Pamphlets, or Commander's Policy Memoranda). All ERDC official publications are now distributed in electronic format on the ERDC web site located at <http://erdc.usace.army.mil/pubs/index.htm>.

## **Departures**

<u>Name</u>	<u>Organization</u>	<u>Date</u>
Taz Ahmed	FDD	Feb. 26 (promotion)
Betty Quinte	FDD	Feb. 26 (promotion)

FOR THE DIRECTOR

JACKIE L. BRYANT  
Public Affairs Office

## **U N O F F I C I A L**

### **Thank You**

I'd like to thank those in TEC who contributed to the beautiful flowers that were sent to my father's funeral and to all those who offered their condolences.

Thank you on behalf of my family,  
Kennetha King-Lee

### **Blood Drive**

The TEC Blood Drive is scheduled for Feb. 18 at the Casey Building in Rooms 140A and B. For more information, contact Connie Dutton, TEC's Blood Drive Coordinator at ICOM 2290.